

Schedule of Classes

Offerings for July - September 2014



Classes will be presented at PERC San Bernardino unless otherwise noted.

Note: Because of the funding source, DPA Only classes are open only to employees of TAD, CFS, DAAS-APS, DAAS-IHSS and Human Services administrative support divisions.

General Development Classes - Class Name	Date	Locator #	Fee	Time
Interviewing and Test Taking Skills – DPA Only	07/08/14	43716	n/a	8:30 – 4:00
Diversity Has More Than 3 Dimensions – DPA Only – Victorville PERC	07/15/14	42222	n/a	8:30 – 4:00
Diversity & Inclusion: Frame by Frame – DPA Only	07/22/14	43717	n/a	8:30 – 4:00
So, You Think You Want to be a Supervisor? – National University	08/06/14	43719	\$120	8:30 – 4:00
Choose Your Battles – National University	08/13/14	43721	\$70	8:30 – 12:30
CPR/First Aid	08/13/14	43665	\$80	8:30 – 4:00
Performance Counseling Skills Supervisors Need – National University	08/14/14	43722	\$120	8:30 – 4:00
CPR/First Aid – DPA Only	08/20/14	43667	n/a	8:30 – 4:00
Writing for Clarity and Career (2 days) – National University	8/20-8/21/14	43724	\$190	8:30 – 4:00
Time Management – National University	08/21/14	43725	\$70	8:30 – 12:30
So, You Think You Want to be a Supervisor? – DPA Only	08/28/14	43727	n/a	8:30 – 4:00
Thank You For Calling – National University	09/04/14	43732	\$70	8:30 – 12:30
Computer Classes - Class Name	Date	Locator #	Fee	Time
Excel 2007 Introduction	07/09/14	43637	\$120	8:30 – 4:30
Word 2007 Introduction	07/15/14	43638	\$120	8:30 – 4:30
Excel 2007 Introduction – DPA Only	07/16/14	43639	n/a	8:30 – 4:30
PowerPoint 2007 Introduction	07/17/14	43640	\$120	8:30 – 4:30
PowerPoint 2007 Introduction – DPA Only	07/22/14	43641	n/a	8:30 – 4:30
Word 2007 Introduction – DPA Only	07/23/14	43642	n/a	8:30 – 4:30
Excel 2007 Intermediate – DPA Only	09/03/14	43643	n/a	8:30 – 4:30
PowerPoint 2007 Intermediate – DPA Only	09/04/14	43644	n/a	8:30 – 4:30
Excel 2007 Intermediate	09/09/14	43645	\$120	8:30 – 4:30
Word 2007 Intermediate	09/10/14	43646	\$120	8:30 – 4:30
PowerPoint 2007 Intermediate	09/17/14	43647	\$120	8:30 – 4:30
Word 2007 Intermediate – DPA Only	09/18/14	43648	n/a	8:30 – 4:30
Classes for Supervisors - Class Name	Date	Locator #	Fee	Time
Fundamentals of Supervision I (5 days) – National University	07/29, 07/30, 08/12, 08/27, 09/02/14	43774	\$650	8:30 – 4:00
Fundamentals of Supervision II (5 days) – National University	09/16, 09/30, 10/14, 10/21, 10/28/14	43775	\$785	8:30 – 4:00



Pre-registration is required for the classes listed in this announcement; to register:

PERC e-Learning Network

- Go to PERC website (<http://countyline/perc/>).
- Click PERC e-Learning Network at top of page.
- Click *Sign In* on top menu bar; follow directions to log in.
- Click *Class Catalog* on left sidebar.
- Type class locator number in “Search for these words” box.
- Select *Locator Number* radio button.
- Click *Go*.
- Click *Enroll in this class*.
- Click *Yes*.

Payment, purchase order, or approved Education Assistance Proposal (EAP) must be received prior to the start of the class. When paying by check, make checks payable to San Bernardino County. For additional information, please contact PERC at (909) 420-6400.

Through the PERC LMS (Learning Management System) you can search and register for upcoming classes, view and print your training transcript and access many other new and exciting features. For more information, go to: <http://countyline/perc/>.

Cancellations – Registrants who fail to attend are liable for the entire workshop fee unless they cancel their registration at least 10 work days prior to the first class date.

Training locations:

PERC– San Bernardino
295 E. Caroline St., Suite C

National University - San Bernardino
804 E. Brier Street

PERC - Victorville
17270 Bear Valley Rd., Suite 107